

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE (EEOAC)

June 12, 2002

Prepared by: Teresa Medeiros

Approved: July 10, 2002

Members Present

Tony Dickerson
Stephanie Hernandez
Joe Guerrero
Russell Grace
Teresa Medeiros
Ivonne Guzman-Cicero
Judy Yee

Guests Present

Gayle Yost
Mishon Robinson

Members Absent

Charles Ross
Analisa Bevan

The meeting was called to order at 9:45 a.m. It was held by conference call between the Cal/EPA Headquarters Building located in Sacramento and ARB El Monte offices. Upcoming meetings will be held via video conference. In Sacramento, Conference Room 550 has been reserved through November and in El Monte, Conference Room 111, A&B in Annex 2 has been reserved through November.

APPROVAL OF PREVIOUS MINUTES

The committee approved the minutes from the March and April, 2002 meetings. Approval of the May minutes was postponed pending distribution of the most recent draft.

EQUAL EMPLOYMENT OPPORTUNITY REPORT

Gayle Yost reported that the Work Force Analysis and goals and timetables for persons with disabilities and upward mobility is due at the end of June. The law now says that employers cannot set goals or target specific groups for recruitment, except for persons with disabilities; it is still required to do an annual workforce analysis to determine and report status.

DISABILITY ADVISORY COMMITTEE REPORT

Stephanie Hernandez reported that the results from the disability survey last December showed that ARB's numbers have declined from 9.2 to 7.6 percent. Gayle reported that approximately 300 surveys were turned in (out of approximately 1100 employees). She said she received several calls from people who weren't comfortable using their social security number on the form. Unfortunately, this is how the State Personnel Board (SPB) identifies State

employees. Gayle noted that the survey is conducted with strict confidentiality and that the surveys are sent directly to SPB in their sealed envelopes.

A discussion was held regarding the new definition for disabled persons which now includes those who wear eyeglasses. It was suggested that an informal, anonymous survey in-house be done to try to get a more accurate count of ARB disabled employees. Gayle will check to see if this type of survey would be allowed under SPB rules.

Gayle also reported that Cal/EPA will host a Disability Awareness event in Sacramento on October 22, 2002, and ARB will likely piggyback on that event. El Monte members will identify a date in late October or November to hold a similar event. November 13th was mentioned as a possible date. The date will be discussed at the next EEOAC meeting.

CONTINUING (OLD) BUSINESS

Career Decision Making Seminar Planning

The proposed agenda was reviewed and discussed at length. Gayle will contact the Human Resources Department to inform them of the event and to ask for someone to talk about the examination process and the post and bid process. In general, the group agreed with the topic areas listed on the agenda, but thought the order of the items may need to be adjusted. Tony Dickerson volunteered to rework the agenda and to send out a new draft before the end of the week. He would like comments returned to him by June 21.

Committee Accomplishments (Review and Revise)

Tony Dickerson will resend Gayle a draft memo that was prepared for Mike Scheible regarding this committee's 2001 accomplishments.

NEW BUSINESS/OPEN AGENDA ITEMS

- Joe Guerrero suggested adding a Current Events section to the EEOAC meetings. Members could save newspaper articles and bring them to the meetings for discussion. The purpose would be to raise members' awareness of topics that other ARB employees may ask them about. He will send committee members a web link to a recent Sacramento Bee article.
- Judy Yee asked whether she should continue to work on bringing her area into ADA compliance in light of the current budget situation. Specifically, she would like to lower work surfaces to make printers more accessible. Gayle reported that we should go forward with these items and that Building Management staff is continuing to work on bringing main reception areas into compliance.

- Tony Dickerson asked whether El Monte facilities are now in compliance with ADA requirements. Gayle reported that in the past EEO/ADA staff have conducted thorough walk-throughs of El Monte facilities. At that time areas that were not in compliance were identified. Work had begun on several areas and to the best of our knowledge has been completed. Tony noted there has been some remodeling done, but that the work seems to have stopped now. Teresa Medeiros reported that management has indicated that most of the remodeling projects in El Monte will go forward. The only project that has been delayed because of the budget shortfall is the new auditorium.

ADJOURN

The chairperson adjourned the meeting at 11:35 a.m.